



Request for Public Records and Information

1. Review of specific records can be done without charge unless the nature or volume of the material requested makes assistance necessary. If assistance is necessary, there will be a special service charge. Inspection of records can be accomplished by making an appointment through the Town Clerk.
2. Pursuant to Chapter 119, F.S., copies of records shall be furnished (within a reasonable time) upon payment of \$.15 per single-sided copy or \$.20 per page for two-sided copies.
3. Certification of documents will be charged at \$1.00 per document.

(It is optional to provide the following information in writing pursuant to Chapter 119 F.S.)

Date _____

Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Records Requested (please be as specific as possible):

DO NOT WRITE BELOW THIS LINE

Records Request Received By: _____

Date Received _____

Cost Estimate (if applicable) _____ Deposit Paid _____

Balance Paid _____